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MEMORANDUM FOR: Acting Chairman, Incentive Awards Committee  
FROM: Executive Secretary, Incentive Awards Committee  
SUBJECT: Award for Superior Accomplishment - [REDACTED]  
REFERENCE: Paragraph 3a (4), CIA Regulation [REDACTED]

1. Agency Regulation [REDACTED] and supporting documents from the Chief, Engineering Division, Office of Communications, recommending the granting of a within-grade pay increase as an award to [REDACTED] GS-5, for superior accomplishment have been reviewed to determine compliance with legal requirements set forth in Public Law 429. [REDACTED] compensation is less than the maximum rate for her grade. She has received no previous advancement as an award during the past 52 weeks--the prescribed waiting period for a normal periodic pay increase.

2. Standards - To merit an award for Superior Accomplishment, an employee's performance must meet one of the tests prescribed by Paragraph 3a (4) of the Regulation. The memorandum from the Chief, Engineering Division presents information in accordance with the provisions of the above-referenced regulation.

3. If the Committee favorably considers an award for Superior Accomplishment for [REDACTED] her salary will be increased from \$3,660 to \$3,785 per annum.

FOR THE INCENTIVE AWARDS COMMITTEE

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C O P Y

TO : Chief, Administrative Staff, OC

Date: September 9, 1953

FROM : Chief, Engineering Division, OC

SUBJECT: Salary Increase for Meritorious Service - [ ]

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1. It is requested that [ ] be given an in-grade salary increase for meritorious service.

2. The substantiating reasons for this request are as follows:

a. Because of the fact that the Test & Evaluation Section, in which [ ] works, is located some distance from its parent headquarters, and in a Logistics Office installation, [ ] has administrative duties which usually fall at Division level. In addition, [ ] receives administrative, housekeeping, and security instructions from Logistics, as well as the orders from Commo, so she must continually try to please two sets of supervisors.

b. [ ] is an exceptionally able secretary-typist. She prepares reports, often involving voucher numbers, serial numbers, and other figures, with few or no errors.

c. She maintains very accurate and detailed files and records. The work of the section requires reference files of technical manuals, specifications, and the like. It also requires data on equipment, accessories, tube complements, and the like. Records of work accomplished include files of equipments by serial numbers accepted and/or processed for cargoes. The efficiency of the records systems can be attested to by the ease with which information can be obtained.

d. [ ] often has to work under pressure of meeting cargo, or other deadlines.

3. [ ] excellent performance of duties, under unusual, and often difficult, conditions, makes her deserving of special recognition and reward.

*what is the title of her position? /s/*

*In action now pending Classification Review*

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**C O P Y**

1st Indorsement

**TO: Executive Secretary, Incentive Awards Committee**

**FROM: Chief, Administrative Staff, Office of Communications**

The attached recommendation for a Superior Accomplishment is forwarded  
for action.



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